Norco Academic Senate Minutes
December 7, 2009
1:30-3:30 IT 122

I. **Call to Order:** Meeting called to order at 1:35pm by Sharon Crasnow.

II. **Attendees:** Lyn Greene, Peggy Campo, Carol Farrar, Dominique Hitchcock, Margarita Shirinian, Karin Skiba, Bob Prior, Cathy Brotherton, Mark Lewis, Khalil Andacheh, Brittany Halstead (Student –ASNC)

    **Guests:** Diane Dieckmeyer, Kristina Kauffman, Koji Uesugi, Gustavo Oceguera, Monica Green, David Torres (Institutional Research), Daniel Martinez (Institutional Research)

III. **Approval of Agenda:** Cathy Brotherton moved to approve the agenda and Lyn Green seconded. Agenda unanimously approved.

IV. **Approval of Minutes:** Carol Farrar moved to approve the minutes for November 16, 2009 and Peggy Campo seconded. The minutes were unanimously approved.

V. **Approval of Student Equity Plan (Koji Uesugi-Associate Dean of Special Funded Programs)**
   
   • Student Success initiated the Student Equity Plan in October. It was e-mailed to everyone last week. **A motion to approve the Student Equity Plan was made by Cathy Brotherton and seconded by Carol Farrar.**
   
   • Lynn Green made a recommendation to be sure the Equity Plan clarifies the way student access information is reported.
   
   • Sharon discussed a minor wording change. Koji shared that there are several minor corrections that would be made. He also indicated that this is considered a “working document” for the Norco Campus and will be constantly changing.
   
   • **Motion was approved with one abstention.**

VI. **ARCC (David Torres-Institutional Research)**
   
   • David Torres presented a PowerPoint showing RCCD data for the ARCC (Accountability Report for Community Colleges). This is an opportunity to provide David with any questions or concerns regarding the included data. David is currently presenting this information to all three Academic Senates for comment. The current report will be sent to all faculty members. The full report will become available in the Spring. Any responses from RCCD will be included in the March 2010 report.

VII. **Assessment/Placement (Daniel Martinez, Institutional Research)**
   
   • Daniel Martinez presented a PowerPoint regarding the Assessment/Placement process and the current funding issues. He indicated that the District began using Accuplacer in 2001. At that time it was handled by the Matriculation Department, but it has been moved to Institutional Research, where he is now handling it.
   
   • Daniel reviewed costs of Accuplacer, as well as issues with its use. He covered other possible placement methods that the district could use.
• At the current time there are funds available through Basic Skills for faculty to do research on alternate placement methods that include working with high school on curriculum alignment, etc.

• Kristina Kauffman shared that the Chancellor and the Vice Chancellor of Academic Affairs have indicated that the district will provide funding for Accuplacer while alternate methods are reviewed and if the faculty wants to continue using it as a placement method.

• There was a brief discussion on Norco’s direction concerning placement. There was a suggestion that discipline experts (faculty) help with a placement method choice.

• Sharon indicated that she would help Daniel work with the other senate presidents and the affected discipline faculty to move forward on exploring options.

VIII. Old Business

A. Resolution F 0109 Recommendation on Limitation on Units (Second Reading)

• There was a motion by Karin Skiba to approve this recommendation. Carol Farrar seconded the motion.

• There is a change to the first paragraph – Whereas, Current times are financially challenging financial times, will be changed to Whereas, Recent challenging financial times.

• There is a change to the third paragraph – Whereas, Students with low priority registration times have trouble signing up for classes, will be changed to Whereas, Students with low priority registration times have reduced opportunity to sign up for classes.

• A motion to approve the revisions was made by Mark Lewis and seconded by Karin Skiba. The motion was passed unanimously.

• The motion to approve the recommendation was also unanimously approved.

B. Retreat Rights – Revision to BP 7250

• Sharon reviewed the change on page three to indicate that the department chair of the affected discipline would serve as the committee chair of the certification committee.

• A motion to approve the change to department chair on the certification committee was made by Cathy Brotherton and seconded by Karin Skiba. The motion was unanimously approved.

IX. New Business

A. College-level Assessment Committee

• The document prepared by Sheryl Tschetter and sent to the three Academic Senate Presidents was shared with the senate. It recommends the transition to local assessment committees and includes clarification of reassigned time.

• A motion to approve the concept of campus/college assessment committees was made by Carol Farrar and seconded by Karin Skiba. The motion was unanimously approved.

B. Discipline Paper

• Please review the discipline paper handout and send Sharon any comments or concerns.
X. Committee Report
   A. Curriculum
      • No Report
   
   B. APC
      • No Report

XI. Officer & Liaison Report
   A. President
      • No Report
   
   B. Vice President/Strategic Planning
      • No Report
   
   C. Secretary/Treasurer
      • No Report
   
   D. Student Liaison (Brittany Halstead)
      • Brittany explained that the Norco Journalism Program has contacted the ASNC asking for $10,000 for their Fall 2010 budget. Their budget for this semester has been cut to $1,500. They currently do not have funds to cover printing costs or money to send their staff to conferences or workshops. Brittany will forward Journalism’s e-mail request to Sharon. Sharon will contact the department chair (Lisa Nelson) to see what can be done.

   E. RCCDFA/CCA/CTA/NEA
      • No Report

XII. Open Hearing
   • Reminder to everyone to help student activities and brighten a child’s Christmas by taking one of the angels from the angel tree.
   • Sharon briefly reviewed the process for calling emergency Academic Senate meetings. She also discussed the process for on-line voting in case it is needed during the winter session when the senate is not meeting.

XIII. Adjournment – 3:35 (Cathy Brotherton)